



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Scott Doubet
Subject: Technical Vacancy
Date: September 19, 2006

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, September 20, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 26, 2006**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from permanent IDOT employees only within District One.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

TM IV

Traffic Services Manager
Division of Highways
Region 1/District 1
Schaumburg

Attachments
32229

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by 4:30 p.m. on **Tuesday, September 26, 2006**. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from permanent IDOT employees only within District One.**



Illinois Department of Transportation

Position Summary Sheet

An Equal Opportunity Employer

Classification: Technical Manager IV
Position Title: Traffic Services Manager
Position Number: PW414-23-51-900-10-01
Salary Range: \$3,800 - \$6,950

IPR#: 32229

Appointee:

Name _____

Salary _____

Effective Date _____

Office Use Only

Office/Central Bureau/District:

Highways/District One/Schaumburg/Bureau of Traffic

Description Of Duties:

This position is accountable for providing all administrative support functions for the Bureau of Traffic in matters related to budget control, commodity and equipment purchasing and personnel management.

Special Qualifications:***The following criteria is desired:***

- Technical background, a working knowledge of the function and application of budget preparation and management.
- Ability to maintain cooperative relationships with staff and personnel from other bureaus,
- Ability to interpret and implement departmental policies.
- Strong oral and written communication skills.
- Education equivalent to a two year college degree.

Remarks:

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	<i>August 2006</i>	POSITION:	<i>Traffic Services Manager</i>
APPROVED BY:	<u><i>Lynne M. Smith</i></u>	OFFICE/DIVISION:	<i>Highways/District One/Schaumburg Bureau of Traffic</i>
CODE:	<i>PW414-23-51-900-10-01</i>	REPORTS TO:	<i>District Traffic Engineer</i>

Position Purpose

This position is accountable for providing all administrative support functions for the Bureau of Traffic in matters related to budget control, commodity and equipment purchasing, and personnel management.

Dimensions

Subordinate Personnel	3 Direct
Annual Bureau Budget	\$14,000,000
Equipment Inventory Value	\$12,000,000
Annual Equipment Operating Budget	\$1,200,000
Field Facilities	7

Nature and Scope

This position reports to the District Traffic Engineer as do the Traffic Permit Engineer, the Arterial Traffic Operations Engineer, the Expressway Traffic Operations Manager, the Traffic Programs Engineer, the Traffic Systems Center Manager and an Executive Secretary 1. Reporting to this position are the Traffic Equipment Technician, an Account Clerk and an Office Coordinator.

This position provides administrative service and office support for the District Bureau of Traffic, which includes over 200 employees performing many functions of seven separate field offices. This requires familiarity with and the ability to apply a wide variety of policies, procedures and techniques in the areas of personnel administration, budget preparation, commodity and equipment management and work methods and procedures evaluation. Because of the increasingly high traffic volumes in the District and the declining availability of right-of-way, it is imperative that traffic engineering principles, practices and new technologies be applied to maintain and improve the efficiency and safety of traffic movement on the District's highways. This results not only in a high level of activity, but also requires constant shifting in program priorities, increasing the difficulty and importance in providing adequate support services.

Typical problems encountered in this position are: providing appropriate documentation for the Bureau's budgetary proposals; determining the proper basis for allocating funds among sections based upon program priorities and historical spending patterns; ensuring the reasonableness and adequacy of the documentation of all requests to purchase equipment and commodities; annually recommending priorities for the listing of projects to be included on the capital improvement budget; and continuously evaluating the administrative and information procedures that support the Bureau's operating functions. The greatest challenge to this position is the continuous need to effectively distribute resources among various Bureau sections so as to ensure the optimum use of these resources.

The incumbent personally: reviews and evaluates Section budgetary submittals to ensure that they comply with Departmental and District guidelines and that they reflect programs approved by the Bureau Chief, revising the estimates based upon these considerations; distributes Section allocations from the approved budget; monitors expenditures on approved programs; transfers funds; directs the preparation of requests for equipment and commodity requisitions; and prepares formal contract documents for local lettings utilizing contractual service funds; assembles the annual capital improvement program; prepares all affidavits for financing emergency work; and assembles the annual equipment order, monitors the equipment preventive maintenance program, and maintains the Bureau's inventory records. The incumbent initiates action to fill personnel vacancies; evaluates and assembles documentation to support disciplinary action; determines training needs for Bureau personnel and

recommends programs, courses, workshops and additional schooling to fill these needs; monitors Bureau safety program, obtains supervisory cooperation in program implementation and recommends action to improve safety record. Incumbent continually reviews and revises Bureau internal office procedures and technology with a view toward improving their effectiveness and efficiency by evaluating the cost effectiveness of introducing new equipment. The incumbent is responsible for processing all review requests by obtaining comments and/or recommendations from the various sections, assembling the combined Bureau comments for transmittal; maintaining a progress log of all plan reviews; and responding to all inquiries or questions from plan designers in other Bureaus or consultants.

The incumbent accomplishes these accountabilities through the following staff:

Traffic Equipment Technician - who is accountable for the procurement, assignment, maintenance and inventory control of all Bureau of Traffic automotive equipment, tools and supplies.

Clerical Staff (2) - who are responsible for the accounting procedures to monitor all expenditures and to perform general office functions for the Unit.

The incumbent has freedom of action with final approval of the District Traffic Engineer in budget allocations and commodity and equipment purchases. He/she advises the District Traffic Engineer on personnel matters; consolidates disciplinary recommendations with recommended action for final approval; and processes personnel action forms in accordance with Departmental procedures. The incumbent conducts special studies as required with freedom to improve internal procedures and efficiency.

The incumbent has daily contact with the public in processing inquiries and complaints. Within the Department, the incumbent maintains contact with the Administrative Manager on budget and payroll matters, personnel hiring, transferring, and disciplinary actions. He/she maintains liaison with the Section Chiefs in the Bureau of Traffic in budgeting, requisitioning, cost accounting, personnel transactions and inventory. The incumbent also maintains liaison with the Central Bureau of Traffic on purchases of equipment and commodities.

The effectiveness of this position is measured by the proper use of manpower, equipment and money within the Bureau budget.

Principal Accountabilities

1. Ensures that budgetary proposals are properly documented and that approved budget funds are used so as to maximize service levels.
2. Ensures that all equipment required is ordered, maintained and properly managed.
3. Maintains a manpower monitoring system to ensure efficient staffing of all programs.
4. Establishes and maintains adequate commodity inventory levels.
5. Ensures the complete and timely review of all plans referred to the Bureau.
6. Provides the optimum use of office equipment.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.